

JUNIOR TRANSCRIBER TYPIST
INTERMEDIATE TRANSCRIBER TYPIST
SENIOR TRANSCRIBER TYPIST

Class No. 002704
Class No. 002714
Class No. 002724

DEFINITION:

To perform a wide variety of text production work from transcribing machines or written copy using personal computers; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Positions in these classes are found in various departments of the County. This series differs from general clerical classes by the predominance of production typing work from oral recordings. The transcriber typist classes are distinguished from the Medical Transcriber classes in that the latter transcribe medical and psychiatric documents and reports, while the former transcribe a wide variety of documents and reports.

Junior Transcriber Typist: This is the entry-level class. Incumbents, under immediate supervision, are assigned routine work to produce text on standard formatted documents, drafts or final copy.

Immediate Transcriber Typist: This is the journey-level class. Incumbents, under general supervision, exercise greater independence in selecting typing format and handle a wider variety of text production.

Senior Transcriber Typist: This is the highest-level class in this series and is the first line supervisory class. Incumbents, under general supervision, supervise subordinate clerical staff and perform the most complex transcriptions.

EXAMPLES OF DUTIES:

Types correspondence, reports and documents from verbal instructions, written copy or from dictation machine; operates a personal computer to create text ensuring accuracy and acceptable format; uses copying machines, printers and other simple office equipment to produce hard copy of text and performs related work as assigned.

Senior Transcriber Typist: All duties above including: performs and leads difficult and complex transcriptions; assigns, reviews, monitors and evaluates the work of subordinate staff; coordinates, schedules and explains transcriptions to staff and others.

MINIMUM QUALIFICATIONS:

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: I = Junior Transcriber Typist
II = Intermediate Transcriber Typist
III = Senior Transcriber Typist

Knowledge of:

<u>I</u>	<u>II</u>	<u>III</u>	
G	G	T	Standard typing formats used for correspondence, reports and documents.
G	G	T	Principles of word processing systems and application.
G	G	T	Word processing terminology, display and format symbols.
G	G	T	Rules related to business English and spelling.
G	G	T	Modern clerical, office and record keeping procedures.
G	G	T	Transcribing machines, personal computers, printers and other standard office machines.
--	--	G	Principles and techniques of supervision and training.

Skills and Ability to:

- Proofread information for correct spelling, grammar, punctuation, capitalization and word usage.
- Operate office equipment including photocopiers, collators, binders, calculators, personal computers, transcribing machines and associated printers.
- Compile work in proper sequence.
- Type with speed and accuracy.

Senior Transcriber Typist (in addition to the above):

- Assign, review, monitor and evaluate the work of subordinate staff.
- Read, interpret and explain departmental policies and procedures.
- Proofread and edit the work of others.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which would likely demonstrate the knowledge and/or skills stated above. An example of such education/experience is:

Junior Transcriber Typist: Six (6) months of experience as a typist producing letters, memos or reports.

Intermediate Transcriber Typist: Recent completion of a clerical/secretarial curriculum from a community college or at least one (1) year of full-time clerical experience performing duties similar to those stated above. Experience must have included text productions assignments. One (1) year as a Junior Processor Operator in the County of San Diego is qualifying.

Senior Transcriber Typist: At least three (3) years of text production experience, two (2) years of which must have been performing duties comparable to Intermediate Transcriber Typist or Word Processor Operator in the County of San Diego with at least six (6) months word processing equipment experience.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

Certification:

An ORIGINAL unaltered typing certificate (no photocopies) for at least 50 net words per minute with a maximum of 5 errors. The typing test must be for at least five minutes with two (2) gross words penalty for each error (in accordance with the International Typing Contest Rules). The certificate must be dated within the last two years.

Character:

Must have a reputation for honesty and trustworthiness. Felony convictions are disqualifying. Prior to

appointment, candidates may be subject to a thorough background investigation.